# Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>August 2009</td>
<td>Added requirement for reporting the original dated date on remarketing submissions with no change in CUSIPs. Clarified instructions for reporting of the Closing Date on 529 Savings Plans.</td>
</tr>
<tr>
<td>1.2</td>
<td>November 2009</td>
<td>Clarified instructions for reporting the Maturity Principal Amount for capital appreciation bonds and zero coupon securities in Section 4.4. Updated location of web service and made minor changes to the sample XML in Section 5.4. Changes effective December 1, 2009: Revised instructions for the Offering Screen in Section 4.6.3 to conform to changes to MSRB Rule A-13.</td>
</tr>
<tr>
<td>1.3</td>
<td>February 2010</td>
<td>Updated manual to reflect changes on Word-Searchable PDF’s.</td>
</tr>
<tr>
<td>1.4</td>
<td>July 2010</td>
<td>Outlined instructions on Refunded Issues for Advance Refunding Document submissions without a Refunded CUSIP in Section 4.7.1 Outlined Instructions on Remarketing/New Issue Change submission type in Section 4.7.2.C.</td>
</tr>
<tr>
<td>1.5</td>
<td>August 2010</td>
<td>Updated manual to reflect Voluntary OS submissions. Clarified the difference between document and file options on the Document Tab in EMMA Dataport.</td>
</tr>
<tr>
<td>1.6</td>
<td>November 2010</td>
<td>Submission specifications for primary market were separated from EMMA Dataport Manual for Primary Market Submissions and formed into own manual of Specifications for the EMMA Primary Market Submission Service.</td>
</tr>
<tr>
<td>1.7</td>
<td>February 2011</td>
<td>Updated manual to reflect changes to MSRB Rule G-32 as described in MSRB Notice 2010-56. Changes effective February 14, 2011.</td>
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<tr>
<td>1.8</td>
<td>May 2011</td>
<td>Updated manual to include Form G-32.</td>
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<tr>
<td>Version</td>
<td>Date</td>
<td>Description of Changes</td>
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<tr>
<td>1.9</td>
<td>May 2013</td>
<td>Updated manual to reflect amendments to MSRB Rules G-32 and G-34 as described in <a href="#">MSRB Notice 2012-64</a>. Changes effective May 6, 2013.</td>
</tr>
<tr>
<td>2.0</td>
<td>March 2014</td>
<td>Updated manual to include retail order period reporting features on Primary Market submissions as described in <a href="#">MSRB NOTICE 2013-20</a>.</td>
</tr>
<tr>
<td>2.1</td>
<td>August 2015</td>
<td>Updated the Resources and Support section to reflect the change in hours of operation for Email Support.</td>
</tr>
<tr>
<td>2.2</td>
<td>June 2016</td>
<td>Updated to reflect the user navigation changes to the <a href="http://www.MSRB.org">www.MSRB.org</a> homepage, MSRB Gateway Login and Main Menu pages.</td>
</tr>
<tr>
<td>2.3</td>
<td>June 2018</td>
<td>Updated to reflect addition of ABLE program submissions and removed the word “College” from 529 Savings Plans to reflect the Tax Cuts and Jobs Act of 2017.</td>
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<tr>
<td>2.4</td>
<td>July 2019</td>
<td>Updated to reflect EMMA Dataport user interface changes.</td>
</tr>
<tr>
<td>2.5</td>
<td>August 2020</td>
<td>Updated to reflect URL changes due to the MSRB’s cloud migration and reorganize and consolidate information on related rules and resources.</td>
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</table>
Resources and Support

Contact the MSRB

**MSRB Support**
Phone: 202-838-1330  
Email: [MSRBsupport@msrb.org](mailto:MSRBsupport@msrb.org).  
Live support: 7:30 a.m. – 6:30 p.m. ET.  
E-mail support: 7:00 a.m. – 7:00 p.m. ET.

**MSRB Corporate Office**
Municipal Securities Rulemaking Board  
1300 I Street NW, Suite 1000  
Washington, DC 20005  
Phone: 202-838-1500  
MSRB Website: [www.msrb.org](http://www.msrb.org)  
EMMA Website: [emma.msrb.org](http://emma.msrb.org)

Core Operational Hours

7:00 a.m. to 7:00 p.m. ET on business days*  
Submissions within these hours are processed promptly. Submissions outside of core operational hours may be posted promptly following processing of such information, though some submissions outside of the core operational hours may not be processed until the next business day.  
*Excludes weekends and holidays identified on the MSRB System Holiday Schedule and planned or unplanned outages as communicated on the MSRB Systems Status webpage.

Related MSRB Rules and Resources

- [MSRB Rule G-32: Disclosures in Connection with Primary Offerings](#)  
- [MSRB Form G-32 (also available in the Appendix to this manual)](#)  
- [Frequently Asked Questions about MSRB’s Primary Market Submission Process](#)  
- Video Tutorials:  
  - Submitting Primary Market Disclosures for a New Issue  
  - Adding to or Removing Securities from a Primary Market Submission  
  - Adding to or Removing an Issue or a Series from a Primary Market Submission  
  - Submitting and Archiving an Official Statement Document  
  - Submitting Remarketing Data and Information  
  - Submitting an Advance Refunding  
  - Submitting a Security Ineligible for CUSIP Assignment  
  - Submitting Commercial Paper for a Primary Offering  
  - Submitting Primary Market Disclosures for 529 Plans  
  - Submitting Voluntary Official Statements for 529 Plans
Overview

About the MSRB
The MSRB protects investors, state and local governments and other municipal entities, and the public interest by promoting a fair and efficient municipal securities market. The MSRB fulfills this mission by regulating the municipal securities firms, banks and municipal advisors that engage in municipal securities and advisory activities. To further protect market participants, the MSRB provides market transparency through its Electronic Municipal Market Access (EMMA®) website, the free, official repository for information on all municipal bonds. The MSRB also serves as an objective resource on the municipal market and provides extensive education and outreach to market stakeholders. The MSRB is a self-regulatory organization governed by a board of directors that has a majority of public members, in addition to representatives of regulated entities. The MSRB is overseen by the Securities and Exchange Commission and Congress.

About this Manual
The Primary Market Disclosure Service receives submissions of official statements (OS), preliminary official statements and related pre-sale documents, advance refunding documents, and any amendments thereto (collectively, “primary market documents”), together with related indexing information to allow the public to readily identify and access such documents. These documents are submitted by brokers, dealers and municipal securities dealers acting as underwriters, placement agents or remarketing agents for primary offerings of municipal securities and their agents pursuant to MSRB Rules G-32 and G-34, and from issuers and their designated agents, at no charge to the submitter.

This EMMA Dataport Manual for Primary Market Submissions describes the requirements of MSRB’s Rule G-32 for underwriters to submit primary market disclosure documents and information to EMMA and gives instructions for making such submissions.

This manual has three parts and an appendix. Part I describes the technical requirements for dealers to submit primary market documents and information. Part II provides directions for making submissions of single offerings (for example, a single official statement and related information). It also contains images of EMMA Dataport input screens and detailed instructions on how to submit documents. Part III reviews special cases, such as submissions for advance refundings. The Appendix provides information on Form G-32, a collection of data elements provided in electronic format pursuant to Rule G-32.
The same data elements apply whether the primary market submissions are made through the Form G-32 interface in EMMA Dataport or through a computer-to-computer interface. If using a computer-to-computer interface, it is best to first read the EMMA Dataport Manual for Primary Market Submissions and then the Specifications for the EMMA Primary Market Submission Service. The Specifications for the EMMA Primary Market Submission Service provides figures and instructions for making continuous submissions of multiple offerings of securities. The Specifications for the EMMA Primary Market Submission Service is located on www.msrb.org.

This symbol appears within this manual to call out important information or directions.

This resource is for informational purposes only and should be considered in conjunction with the applicable MSRB rules and any related interpretations. The complete text of all MSRB rules and interpretations is available at http://www.MSRB.org/Rules-and-Interpretations/MSRB-Rules.aspx.

“CUSIP” is a registered trademark of ABA.
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PART I: Primary Market Disclosure Submission

Designated Electronic Format of Submitted Documents

All official statements, preliminary official statements, advance refunding documents and amendments thereto submitted electronically to EMMA pursuant to Rule G-32 must be submitted as PDF files, with files configured to permit documents to be saved, viewed, printed and retransmitted by electronic means.

PDF files must be word-searchable (without regard to diagrams, images and other non-textual elements). If a submitted file is a reproduction of the original document, the submitted file must maintain the graphical and textual integrity of the original document.

When making primary market submissions using the web-based interface, related indexing information is entered into an online form or uploaded through an extensible markup language (XML) file, and documents are uploaded as PDF files. Computer-to-computer submissions utilize XML files for data and PDF files for documents. Form G-32 may be completed in a single session or in multiple sessions.

Submission of Documents as Multiple Files

Underwriters may submit official statements and other required documents in the form of one or more electronic PDF files. EMMA permits such submissions as multiple files as an accommodation for those situations where technical or other difficulties preclude or substantially impair the production and submission of the official statement or other document as a single electronic file.

Public Availability of Primary Market Disclosure Documents

The EMMA Website

Properly submitted primary market disclosure documents and related indexing information submitted to EMMA are made available to the public, without charge, through the EMMA website for, at a minimum, the life of the related securities.

EMMA provides online search functions utilizing available indexing information to allow users to readily identify and access documents and related information. Basic identifying information relating to specific municipal securities and/or specific issues accompanies the display of
primary market disclosure documents. EMMA permits users to request certain alerts, at no charge, if, for example, a document has become available on the EMMA website or has been updated or amended.

The MSRB reserves the right to restrict, block or terminate any user’s access to or use of EMMA due to actual or suspected malicious, illegal or abusive activity for periods necessary and appropriate to ensure continuous and efficient access to and the overall integrity of the EMMA system. The MSRB is not responsible for the content of the data or documents submitted to the EMMA system that is processed and displayed through the EMMA or disseminated through the EMMA primary market disclosure subscription service.

**MSRB Primary Market Subscription Service**

Users may also obtain the primary market disclosure documents and data provided through the EMMA primary market disclosure service through the Primary Market Disclosure Subscription Service, which is made available pursuant to the terms of a subscription agreement for a commercially reasonable fee as set forth in the MSRB Subscription Services Price List available at the MSRB website (www.msrb.org). Additional information on how to subscribe is posted on the EMMA website and on the MSRB website.

The Primary Market Disclosure Subscription Service makes available to subscribers the primary market disclosure documents, including official statements, preliminary official statements, advance refunding documents, and amendments thereto, together with information provided by submitters through the EMMA submission process. The EMMA primary market disclosure service subscription is provided through a web service accessible by subscribers using various commercially available products. Data is streamed, depending on the subscriber’s own software settings, using extensible markup language (XML) files with portable document format (PDF) files of primary market disclosure documents.

**Permissions for Underwriters and Designated Agents**

To make submissions to EMMA Dataport, underwriters must have access to MSRB Gateway, a secure access point for all MSRB submission services, applications and associated forms.

Underwriters may designate agents to make submissions on their behalf through MSRB Gateway. One or more individuals in an organization are responsible for managing permissions for staff and designated agents. Refer to the [MSRB Gateway User Manual for Dealers and Municipal Advisors](#) for more information.

**Use of Form G-32 in Connection with Offerings and Issues**

For purposes of submitting Form G-32, an offering consists of all securities described in the official statement, and the offering may consist of one or more issues.
Multiple issues (including separately designated series of an offering) on a single official statement are treated as part of the same offering for purposes of Form G-32 submissions even if issued by different issuers and/or underwritten by different underwriters. However, to the extent that a primary offering is offered through more than one official statement (e.g., separate official statements for separate issues within a single primary offering), offering-level information to be provided through a Form G-32 submission relates solely to the portion of the primary offering described in the official statement that is the subject of the specific submission, and the remainder of the information related to such primary offering must be provided through a separate Form G-32 submission for the other official statement.

An issue generally consists of all securities in an offering having the same issuer, the same issue description (including same series designation or named obligor, if applicable) and the same dated date. In cases where no official statement is produced, each issue not described in an official statement is considered a separate offering for purposes of Form G-32.

**Issues for Which the Underwriter Must Provide G-32 Information**

An underwriter must provide Form G-32 information for all maturities that it underwrites in whole or in part. For example, if an underwriter only underwrites two maturities of an issue consisting of 10 maturities, the underwriter must report information regarding all 10 maturities.

However, sometimes when there are multiple issues in an offering (such as two series of securities), the underwriter that is making an EMMA submission on an issue does not underwrite other issues in that offering. In the case in which an underwriter underwrites no portion of one or more issues in an offering, the underwriter is responsible for providing only the nine-digit CUSIP number for the latest maturity of any non-underwritten issue. For example, if an offering consists of three issues, only two of which were underwritten in any part by a particular underwriter, that underwriter is responsible for providing the full information required under Form G-32 for the two issues it underwrites but is responsible only for providing the nine-digit CUSIP number for the latest maturity of the issue it does not underwrite.

**Multiple Sessions**

Users may provide required information to EMMA in separate sessions as information and documents become available, subject to the applicable Rule G-32 deadlines. See Saving a Submission on page 56.
PART II: Instructions for Single Submissions

Step-by-Step Instructions for Making an Initial Submission

1. Access EMMA Dataport

Accessing EMMA Dataport to make a primary market submission can be done from the EMMA homepage as described in this manual. Alternatively, submitters can start from the MSRB homepage and click “Login.”

From the EMMA homepage, click the EMMA Dataport tab.
Then click the **Log in to MSRB Gateway** button.
From the MSRB Gateway landing page, enter your User ID and Password, and click **Login**.

2. **Select an Organization, if applicable**
   
The EMMA Dataport Submission Screen appears. If your organization has the rights to act on the behalf of another organization, you will see a screen that will allow you to select the organization from the drop-down menu for which you are making a submission.
3. Begin a Primary Market Submission
Upon selecting the organization, if applicable, the EMMA Dataport Submission Portal displays buttons, which represent the submission types you can make to EMMA. Click the Primary Market (Rule G-32) button.

4. Select the Primary Offering Type
From the primary market section, options are available to create or update submissions for different offering types.

Click the Create button next to the applicable type. This manual demonstrates an Underwriting/Remarketing Submission.
5. **Enter CUSIPs**

On the CUSIP-9 Submission screen, enter the CUSIP-9 of any security in the offering you are submitting and then select the **New Issue** option. Click a button to indicate whether you are submitting information about a new issue (not remarketing), a remarketing with no change to CUSIP numbers (that is, the CUSIP numbers are the same before and after the remarketing), or a remarketing with change in CUSIP numbers (that is, new CUSIP numbers are assigned in connection with the remarketing). Click the **Submit** button to proceed.
6. Review and Complete the Issue Information
Based on the single CUSIP number you entered, EMMA pre-populates the issue screen with information disseminated from the Depository Trust and Clearing Corporation’s (DTCC) New Issue Information Dissemination Service (NIIDS) and obtained from other external sources.

NIIDS is an automated, electronic system that receives comprehensive new issue information on a market-wide basis for the purposes of establishing depository eligibility and immediately re-disseminating such information to information vendors supplying formatted municipal securities information for use in automated trade processing systems. It is operated by Depository Trust and Clearing Corporation (DTCC), a securities clearing agency registered with the Securities and Exchange Commission providing depository services for municipal securities.

In the Issue Information section, enter or verify that following information is correct:

- Full issuer name.
- Full issue description.
  The plain English issuer name and issue description must be provided as they appear (or are expected to appear) on the official statement. Do not rekey the abbreviated “Security Description” which is shown below the data entry area.
- Dated date.
- Expected closing date of the offering.
- Formal award date and time,
- First execution date and time, and
- Retail Order Period(s).
To update the screen with the most recent NIIDS data, click the **Refresh NIIDS Data** link.

If NIIDS data is not available, a pop-up confirmation screen indicates that no NIIDS data was found. Click **OK** to proceed.
For the **Is there a retail order period(s)?** option, select **Yes** if a retail order period was conducted. Date and Time fields will appear as shown below. Enter the beginning and end dates and times. For additional retail order periods, click the **Add more retail order periods** link to repeat these steps.

If there are no retail order periods for this primary offering, select the **No** option.

If the primary offering advance refunds all or a portion of another issue, check the box labeled **Check here if these securities advance refund all or a portion of another issue.** No further action is required at this point regarding the advance refunding, although if you have the advance refunding document you may submit it after you submit and publish information about the primary (new) offering.

7. **Complete the Continuing Disclosure Information Section**

Identify whether the issuer or other obligated persons have agreed to undertake to provide continuing disclosure information as contemplated by Exchange Act Rule 15c2-12.

Select **Yes** if the issuer or other obligated person has agreed to undertake to provide continuing disclosure information.
If the continuing disclosure undertaking for either an issuer or an obligated person requires that it provide annual financial information, enter information relating to the timing set forth in the continuing disclosure undertaking for the submission of annual financial information each year for the issuer and/or obligated person.

For an issuer, enter such information either as a specific date or as the number of days or months after a specified end date of the issuer’s fiscal year.

For an obligated person, enter the name of such obligated person and either a specific date or the number of days or months after a specified end date of the obligated person’s fiscal year. To enter information about more than one obligated person, select Add Obligated Person and enter the name of such additional obligated person and either a specific date or the number of days or months after a specified end date of the obligated person’s fiscal year.
8. Review and Complete the Security Information Section

EMMA pre-populates the Issue screen with information disseminated from NIIDS and CUSIP Global Services. Verify that the following security-specific information is correct:

- CUSIPs (see Step 9 for information on how to add or remove CUSIPs)
- Maturity date
- Interest rate
- Maturity principal amount*
- Initial offering price, and
- Initial offering yield

*For capital appreciation bonds and zero coupon securities that are issued at a discounted price that accretes over the life of the security, report the par amount at the time of issuance, and not the par value at maturity, when submitting the “Maturity Principal Amount” on Form G-32. The underwriting assessment under MSRB Rule A-13 is calculated based on the maturity principal amount entered on this screen.
9. Adding or Removing CUSIPs
Instructions below describe how to remove or add CUSIP numbers with respect to an underwritten issue.

**Securities Not Underwritten by an Underwriter**
By default, the Security Information screen displays each security as “Underwritten,” which indicates that the security is underwritten by the firm.

- Select “Not Underwritten” if the firm is not responsible for underwriting the CUSIP number.
- If the firm partially underwrote the CUSIP number, select “Partially Underwritten” and a box will appear to the right of the Security Status in which the par amount the firm is responsible for underwriting must be entered.
- Select “Not on issue” if the security is not part of the issue described but the CUSIP number was issued by the CUSIP service Bureau.
- Select “Not Used” if the CUSIP number for a maturity ultimately was not issued.

Choose the appropriate status.
If any maturities in the offering are not shown on the Issue screen, click the Add Security to Issue link and enter the CUSIP-9 for the security to be added.

Click the Find link and EMMA will populate the other fields for this newly added maturity with NIIDS data.

If the message, CUSIP has not yet been reported to EMMA – do you want to continue anyway? appears, this indicates that EMMA has not received information from external data sources to pre-populate fields on the Issue screen. You may end your session and resume the session using
pre-populated data when the information is reported to EMMA, provided that you enter required information no later than the date of first executions in the issue. Alternatively, you may continue this session and manually enter Form G-32 information about the maturities in the data entry fields.

10. Adding a New Issue
To add a new issue or series, click the **Add Issue** tab.
You are directed to the CUSIP-9 Submission screen. On this screen, enter the CUSIP-9 for the new issue or series in the offering, select the **New Issue** option, and click the **Submit** button.

You are then directed to the **Issue 2** tab. Complete or verify the information on the Issue 2 screen as described in Steps 6-9.
11. **Complete the Offering Tab**

Enter applicable underwriting spread information for a negotiated offering on the **Offering** tab.

![Offering Tab Image]

If the official statement has not yet been received from the issuer and all relevant Form G-32 information then available has been provided, publish the information. The **Publish** process is described below.
12. Preview the Submission
To review your submission before publishing, click the Preview button.

Clicking the Save button will save the data you have entered without publishing it to the public EMMA website.

Clicking the Exit button leaves the EMMA Primary Market Submission form without saving any work. You will also lose all work if your computer is inactive and is “timed out.” If you have to leave your computer after entering data but before being able to publish, it is recommended that you “Save” the data in case you are timed out before you resume.

Review the information on the Preview screen for accuracy and completeness, if revisions are needed, click the Edit button.
In the course of making a submission, the **Submission Status** field at the top of each EMMA Dataport screen displays either **Not Published** or **Published**. This indicates whether any information has been published; it does not indicate that the latest input has been published. You must publish each submission of Form G-32 data and each uploaded document to publicly disclose information on the EMMA website.

13. **Publish the Submission**

Once the review is satisfactory, click the **Publish** button.

A confirmation screen appears. Once you are ready to publish, click the **Yes: Publish** button to disclose and publish your submission.
After publishing, a confirmation screen containing the following information appears:

- A submission ID (EA1444728 in the example below), which is a unique identifier and useful for any future updates to the submission. Either the CUSIP number or the Submission ID can be used in later sessions.
- A link to print your submission confirmation. This screen provides you with a listing of information submitted to EMMA, along with the date and time of submission for recordkeeping purposes.
- A link to start a new submission or to modify your existing submission, and
- A link to send your submission confirmation to a secondary email address.

Upon publication, EMMA sends an electronic receipt to the email address associated with the submitter. The receipt contains a complete listing of the submission and a link to view the submission on the EMMA website.

**Step-by-Step Instructions for Updating a Submission**

As more information about an offering becomes available (including receipt of the official statement) or if previously entered information changes, you may modify a submission that has already been published.

To submit additional information or the official statement document after having made an initial submission of information on the offering, log in to EMMA Dataport as described above.

1. **Begin an Update**
Click the **Update** button next to Underwriting/Remarketing Submission on the Primary Market screen. In the text box, enter the Submission ID from the original submission or a CUSIP-9 in the offering and click the arrow. Alternatively, you may choose the submission name from the list of your pending submissions.

2. **Review the Issue Tab**
Verify or modify the previously published Form G-32 information on the Issue tab.
3. Open the Document Tab

To upload an official statement document, click on the **Document** tab. There are two types of disclosure documents you may add to a primary market submission:

- **Official Statement (OS)**
- **Preliminary Official Statement (POS)**

Note that if you are not providing an official statement or preliminary official statement, you must indicate that no OS or POS are uploaded.

4. Upload a Document

Select the **Upload Official Statement (OS) pursuant to Rule G-32** radio button. The following steps are identical if you choose the **Upload Preliminary Official Statement** radio button.
Enter an optional brief description of the document in the **Document Description** text box and the date in the **Date Received from Issuer** field. Then, click the **Browse** button to locate the official statement document on your computer.

Only PDF files may be uploaded. All documents submitted must be word-searchable PDF files.

The MSRB strongly encourages submitters to merge document files into a single PDF file for submission.

If you are uploading an official statement as more than one file, click on the **+Upload Multiple Files** link.
EMMA confirms a successful upload by displaying the document name on the Document screen and adding the posting date.

An uploaded document is not disclosed to the public on the EMMA website until it is “Published.” Therefore, it is important to publish the uploaded document.

5. Check Your Progress
In addition to displaying the document name, EMMA displays a check mark on the Check List to show that you have entered data through the Document screen. The Check List is shown on the Document, Issue and Offering screens to help you keep track of progress through the submission process.

6. Make Changes If Needed
Options are available to enable you to view or edit information about an uploaded document, to add a document, to add a file to a multi-file document, or to replace or delete a document or file. Click on the document type (in the example below, “Official Statement”) or the file name to make “Options” appear.
If desired to confirm the correct document was uploaded, click the View link next to the file posting date to view the uploaded document.

The Edit Information option allows a submitter to edit the file description and the date received from the issuer and the Add File option is an alternative to the Upload Multiple Files option.

If the document has already been published, Archive Document appears in place of Delete Document. If you replace a document with another one, or delete/archive a document, EMMA keeps it in the EMMA archive.

Documents moved to the archive are visible to the public but are not intended for use as active disclosure documents.

Some submissions include multiple documents. For example, a remarketing may involve submitting both a remarketing supplement and the official statement of the issue being remarshaled. Another example is the submission of an official statement, followed by an amendment document. To upload an additional document, click the Add Document option shown above.

EMMA displays disclosure documents in a hierarchy. This means that a document may be a “parent” or a “child.” For example, a disclosure document might have both a main file and an amendment file as its child. EMMA displays the most recently submitted document at the top of the tree. Clicking on the document type causes up and down arrows to appear, enabling you
PART III. Special Cases

Official Statement Amended, Not Available, or Not Produced

If no preliminary official statement is available and no official statement is being submitted, either because the official statement is not being prepared or because the underwriter elects to withhold the official statement from EMMA for a limited offering under Exchange Act Rule 15c2-12(d)(1)(i), click on the Not uploading OS or POS option and select the appropriate OS availability status from the drop-down menu.

If the chosen OS availability status is OS Available only from Underwriter – 15c2-12 Exempt Limited Offering, a box will open with fields to enter contact information about whom a customer may contact to obtain an official statement. Complete these fields. The contact information will be displayed on the EMMA website.
If an underwriter chooses, an official statement can be uploaded to EMMA to replace the contact information provided. Click on **Upload Voluntary Official Statement (OS) - Submission of OS to Remove Contact Information for Limited Offering (See RuleG-32(b)(i)(E) (2)(b))**. Enter the **Document Description** and the **Date Received from Issuer** and **Upload** the file.

If an official statement or preliminary official statement is amended within the primary offering disclosure period, upload the amendment by clicking on the **Document** screen and selecting **Upload Official Statement** or **Upload Preliminary Official Statement**, as appropriate to the document you are amending. In **Document Description**, you may enter an optional description, such as **Amendment to OS**. To add a file, use the **Add File** option.
In general, an official statement submitted for an issue in which a preliminary official statement was previously submitted to EMMA will replace the preliminary official statement. Revisions made to the preliminary official statement in order to convert it into the final official statement are not considered an amendment to the preliminary official statement. Instead of submitting an amendment, submit the final official statement itself. Use the Replace option to replace the preliminary official statement with the final official statement.

**Underwriting Spread or Placement Fee Not Disclosed**

Click the Offering tab.

If the underwriting spread or placement fee for a negotiated offering is not disclosed in the official statement, enter the amount of spread or fee. Otherwise, use the drop-down menu to select the applicable reason for not entering the spread or fee into EMMA.
EMMA interprets the entered spread amount as either basis points (1 basis point = 0.01%) or whole dollars, as follows:

<table>
<thead>
<tr>
<th>Amount Entered</th>
<th>Interpreted As</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than or equal to 100</td>
<td>Basis points (Divide by 100 and display %)</td>
<td>25</td>
</tr>
<tr>
<td>Greater than 100</td>
<td>Dollars</td>
<td>10000</td>
</tr>
</tbody>
</table>

The percent sign or dollar sign appears only after you leave the offering screen and return to it.

**Non-underwritten Related Issue**

If the firm is underwriting part of an offering but is not underwriting any portion of one or more issues in the offering, the firm must provide to EMMA the CUSIP number for the latest maturity of each non-underwritten issue. To indicate this, from the Offering tab click on [+] Non-Underwritten Related Issues enter the CUSIP number of the latest maturity of the non-underwritten issue, and click the arrow to move the CUSIP number into the list of CUSIP references. Repeat this if there is more than one non-underwritten issue in the offering.

**Cancellation of Offering/Issue**

If only one of several series of bonds in an offering is cancelled, the cancelled series may be deleted from a submission by clicking on Remove next to the issue description in the Offering tab.
Click the **Cancel Offering** button to submit a notice of cancellation if the entire offering is cancelled (that is, all issues are cancelled). Note that the prompt to cancel an offering appears only after submitted information is published.

### Advance Refundings and Non-Typical Underwritings

**Advance Refunding Document Submission**
The section below uses sample offerings to illustrate submission of an advance refunding document. In this example, there are two offerings with one issue in each. The relationship between *refunding* and *refunded* issues is shown in the table.

<table>
<thead>
<tr>
<th>Securities for Advance Refunding Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ISSUE TYPE</strong></td>
</tr>
<tr>
<td>RELATIONSHIP</td>
</tr>
<tr>
<td>DATED DATE</td>
</tr>
</tbody>
</table>

Begin this process by making a submission for the refunding (new) issue – the 2014 issue in this example is refunding the Outstanding 2013 Issue. When completing the Issue screen, check the box labeled **Check here if these securities advance refund all or a portion of another issue.**
The tab will be re-labeled **Refunding** after leaving and returning to it.

Other than checking the box, proceed with the submission process for the new (refunding) issue just as for a new issue that is not a refunding. During the process of publishing the Form G-32 information for the new issue, the Preview screen confirms that the offering has been identified as an advance refunding.
After publishing the refunding (new) offering, the confirmation screen includes a link to initiate the Advance Refunding submission. The advance refunding document, if prepared, must be submitted within five business days of the closing of the new (refunding) issue. Immediately after the new issue is submitted, you may proceed to submit the advance refunding document, or you may return in a later session.

If not ready to submit the Advance Refunding Document (ARD) at this time, return to EMMA Dataport once available. After logging in, on the Primary Market Submissions screen select **Advance Refunding Document Submission**. Begin by uploading the advance refunding document (not by entering CUSIP numbers, as for other types of submission). The optional Document Description field is available to enter a description. If submitting more than one ARD for a refunding issue, it is recommended to enter a short description of the ARDs to distinguish them in the next step.

<table>
<thead>
<tr>
<th>Primary Market (Rule G-32)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Underwriting/ Remarketing Submission</strong></td>
</tr>
<tr>
<td><em>(Standard EMMA Submission: 9-digit CUSIP number required)</em></td>
</tr>
<tr>
<td><strong>Commercial Paper</strong></td>
</tr>
<tr>
<td><em>(6-digit CUSIP number required)</em></td>
</tr>
<tr>
<td><strong>Ineligible for CUSIP Number Assignment</strong></td>
</tr>
<tr>
<td><strong>Municipal Fund Security</strong></td>
</tr>
<tr>
<td><strong>Advance Refunding Document</strong></td>
</tr>
<tr>
<td><em>(Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)</em></td>
</tr>
</tbody>
</table>
After uploading the advance refunding document, the Offering screen appears. Enter a CUSIP number for the refunded issue (the outstanding issue) and a CUSIP number for the refunding issue (the new issue that refunds the outstanding issue). Click the blue arrow. The Offering screen then displays corresponding issue descriptions. You may enter additional CUSIP numbers to add more issues on either side. Use Remove to remove any issue added in error.

If there is no CUSIP for the refunded issue either because the refunded issue was not eligible for CUSIP number assignment or because the CUSIP number cannot be found on EMMA, check the box to affirm No CUSIPs were assigned to the refunded issue. You will then be prompted to enter the CUSIP for the Refunding Issue.
If there is only one issue on either the refunded or the refunding side, you do not have to enter all its CUSIP numbers. Enter another CUSIP number only if you need to add an issue.

Click on the Refunded Issue screen, which appears showing the original CUSIP numbers of the refunded issue. It also indicates that an advance refunding document has been uploaded ("ARD 1").

**Associating the ARD with Securities**

The next step is to indicate the securities that are associated with the advance refunding document. When the Refunded Issue screen appears, all the securities in the refunded issue are checked which would indicate that all the securities in the refunded issue are associated with (that is, are advance refunded by) the advance refunding document. If this is correct, leave the screen unchanged. If any security is not associated with the advance refunding document, uncheck its box. For example, matured securities would not be advance refunded.

If there are two advance refunding documents, upload the second one on the Document screen. Then, in the Refunded Issue screen, another “ARD” column appears next to the securities. Check the boxes to associate the different documents with their refunded securities. Different advance refunding documents may advance refund the same or different refunded securities. If there are two advance refunding documents, the first one you upload is labeled “ARD 1” and the second is labeled “ARD 2.” The Refunded Issue screen displays the optional description you enter on the Document screen. If in doubt as to which is ARD 1 and which is ARD 2, refer to the Document screen.
Assignment of New CUSIP Numbers

On the Refunded Issue screen, there are two fields labeled “New CUSIP (Refunded Portion)” and “New CUSIP (Unrefunded Portion).” These are present in case new CUSIP numbers are assigned to outstanding maturities.

- When no new CUSIPs are assigned to outstanding maturities: In some refundings, no new CUSIP numbers are assigned to an outstanding maturity – the original CUSIP numbers continue to identify the outstanding maturities. In this case, do not enter anything in either of the “New CUSIP” fields.

- When part of an outstanding maturity is refunded and part is not: In some refundings, an outstanding maturity receives two new CUSIP numbers. One CUSIP number identifies the part of the outstanding maturity that is refunded by the new issue and the other CUSIP number identifies the part of the outstanding maturity that is not refunded. In this case, enter the two new CUSIP numbers in the “New CUSIP” fields.

As an example, assume that three-fourths of the amount outstanding for CUSIP 999999AA3 – say $750,000 out of $1 million outstanding – is refunded by $750,000 from proceeds of the new issue and that the CUSIP of the refunded security is changed to 130909RE6. Assume that $250,000 of the outstanding issue is not refunded but that new CUSIP number 130909RH4 replaces the original CUSIP of the unrefunded portion of the outstanding securities. In this case, enter 999999AJ4 in “New CUSIP (Refunded Portion)” and 999999AF1 in “New CUSIP (Unrefunded Portion).” These CUSIPs are underlined in red and blue in the following screen image.
When all of an outstanding maturity is refunded: All of an outstanding maturity is sometimes refunded by the new offering. Rarely, the outstanding maturity is assigned a new CUSIP number. If a new CUSIP number is assigned, enter the new CUSIP number in “New CUSIP (Refunded Portion).” Leave the other “new CUSIP” field blank for that maturity.

For example, assume that the total amount outstanding for CUSIP 999999AJ4, say $1 million, is entirely refunded by $1 million of the proceeds of the new issue and 999999AJ4 is replaced by 999999AF1. In this case, enter 999999AF1 in “New CUSIP (Refunded Portion)” and leave the other field blank. But if no new CUSIP number is assigned to the refunded portion, leave “New CUSIP (Refunded Portion)” blank.

The EMMA website displays an advance refunding tab, and makes the advance refunding document available, on the securities detail screen for the refunded offering.
EMMA Website Display of Refunded Issue

In connection with the *refunding* offering, an advance refunding tab is *not* shown on the EMMA website. If you wish to view the advance refunding document as associated with the refunding issue while using the EMMA website, display the securities detail screen for the refunding issue and click on “View Document Archive” to view the archive copy of the advance refunding document. The following screen appears.
Remarketing Submission

The underwriter of a primary offering that is remarketing outstanding municipal securities (typically referred to as the “remarketing agent”) must submit to EMMA an indication that the offering is a remarketing. If new CUSIP numbers have been assigned to the remarketed securities, the underwriter must submit the newly assigned CUSIP numbers. A submission in connection with a remarketing is not required if there is no new disclosure document and no change is made to the disclosure document in connection with the remarketing.

Remarketing Submission with Change in CUSIPs

Begin this process by indicating on the CUSIP-9 Submission screen whether the remarketing is a remarketing with a change in CUSIP numbers or with no change in CUSIP numbers. In the example below, the new offering has CUSIP number 999999AA3, which represents a change from the original CUSIP number, 999999BB0.

To begin a submission, enter a new CUSIP number (that is, do NOT enter the original CUSIP number), click Submit, and select the Remarketing (change in CUSIPs) option. The Remarketing tab appears (this is the same as the Issue screen but EMMA renames the tab as Remarketing when you indicate the offering is a remarketing). If there is a change in CUSIP numbers, now enter the original CUSIP number of the remarketed issue. Click on the blue arrow to move the CUSIP number from the data entry box into the list box beneath it. You do not need to enter all the CUSIPs in an issue – one is enough. If the remarketing transaction consists of more than one remarketed issue, click on the Add Issue tab and enter the appropriate CUSIP number for the second remarketed issue.
Proceed with the submission process as for any other primary offering. When you publish the submitted information, the Preview screen confirms that the remarketing information has been submitted.
Voluntary Submission of a Remarketing Change in CUSIP
The underwriter for a primary offering of a remarketing can have certain exemptions from submitting an official statement to EMMA. (See Rule G-32(b)(i)(F)(2)). An underwriter is permitted to voluntarily upload or make a modification to an official statement for a remarketing with a change in CUSIP. Follow the process for making a submission for a “Remarketing Change in CUSIP” as shown above. After submitting the remarketing indexing data go to the “Document Tab.” Click on Upload Voluntary Official Statement (OS) – Resubmission of Previously Submitted OS for Remarketing (See Rule G-32(b)(i)(F)(2)). Enter the Document Description and the Date Received form Issuer and Upload the file.

Remarketing Submission with No Change in CUSIPs
The process for making a submission for a remarketing in which the CUSIPs do not change is similar to the procedure stated above. After indicating on the CUSIP-9 submission screen that the remarketing is a remarketing with no change in CUSIP-9 numbers, the original dated date is required to complete submission. Original dated date means the original dated date of an issue if a new dated date is assigned for the remarkeated issue in which the CUSIP number has not changed.

Proceed with the submission process of remarketing as you would for any other primary market document submission.
Remarketing Submission Change

It is important to select the correct type of issue on the CUSIP-9 submission screen. Under MSRB Rule A-13, underwriting assessments are only imposed on primary offerings, and not on remarketings. If you accidently enter a remarketing as a new issue or your new issue as a remarketing, you must change your issue submission type.

To change submission type on the Offering tab, identify the issue you want to change. Click **Change Issue Type** to change the submission type. The example below demonstrates a change of issue type from a new issue to a remarketing. You are prompted to choose **Remarketing (Change in CUSIPs)** or **Remarketing (No Change in CUSIPs)**.
Once you choose the remarketing type you will be required to return to the Remarketing indexing tab to confirm or edit the information previously provided.

**Commercial Paper Offering**

Rule G-32 requires submission of official statements and Form G-32 information for the initiation of commercial paper programs. Submission is not required in connection with subsequent roll-overs unless such information has changed.

Begin a commercial paper submission by selecting **Commercial Paper** from the Primary Market Submissions screen. The Issue screen for commercial paper is similar to the screen for securities identified by nine-digit CUSIP numbers, but commercial paper is identified by an issuer’s six-digit CUSIP number. No security-specific information is required for commercial paper offerings. If the firm has been allocated a block of nine-digit CUSIP numbers to be assigned at its discretion, enter only the six-digit CUSIP number.
By no later than closing, enter on the Issue screen the issuer’s six-digit CUSIP number and select the state. Also enter the Issuer Name and Issue Description as shown on the official statement, and the Issue Dated Date and Expected Closing Date. Complete the Offering screen as appropriate. EMMA pre-selects the option, **Entire offering matures 9 months or less** on the Offering screen for commercial paper. Within one business day of receipt of the official statement, upload the official statement as a PDF file.

**Voluntary Submission of a Commercial Paper Offering**

The underwriter for a primary offering of commercial paper can have certain exemptions from submitting an official statement to EMMA. (See Rule G-32(b)(i)(F)(2)). An underwriter is permitted to voluntarily upload or make a modification to an official statement for a commercial paper offering. Follow the process for making a submission for a **Commercial Paper Offering** as shown above. After submitting the indexing data go to the Document tab. Click on **Upload Voluntary Official Statement (OS) – Resubmission of Previously Submitted OS for Commercial Paper Offering (See Rule G-32(b)(i)(F)(2)).** Enter the Document Description and the Date Received form Issuer and Upload the file.
Security Ineligible for CUSIP Number Assignment

Begin submission of required information for a security ineligible for CUSIP number assignment from the Primary Market Submissions screen. Determine whether the issuer information is already in EMMA by searching for the state and issuer name.

Select the issuer if it is shown on the Search Results screen. If you find your issuer, click on the issuer name to make the Issue screen appear. If the search does not find the issuer name, click
on the prompt **click here to begin your submission** to go to a blank Issue screen, on which you will provide the issuer name.

![SEARCH RESULTS](image)

On the Issue screen, provide the Issuer Name and Issue Description as shown on the official statement. Also enter the issue dated date, expected closing date and state. Under “Security Information,” enter all of the required information fields. Note that if this is the first time a security is issued with respect to this offering, the security dated date will be the same as the issue dated date. Thereafter, if additional securities are issued with respect to this offering, you can navigate to this offering from the Primary Market Submissions screen by using the Submission ID. By selecting **Add Security** you can add the appropriate security information for the subsequent issuance of securities for this offering, including the dated date for the new security, which may differ from the issue dated date. Enter the par amount of the new security as the **Maturity Principal Amount**.

The Issue Dated Date should not be changed – it will remain the dated date of the initial issue. Enter the closing date, or expected closing date, of the particular security being submitted.

For a CUSIP-9 submission, if the closing date is not yet determined by the date of the first transaction, enter a reasonable estimate of the closing date. You must update the name, description and closing date by no later than the date of closing.

**Add Security to Offering That Is Ineligible for CUSIP Numbers**
Upload the official statement for the new security. If you have previously submitted the full official statement at the time of initial issuance and you are now submitting information for a subsequently issued security ineligible for a CUSIP number, your document may consist of only a cover sheet or supplement to the original document. You can use the document navigation tools to order the various files in the appropriate manner for presentation to investors on the EMMA website.

**529 Savings Plan/ABLE Program**


**Other Municipal Fund Security**

Submissions of municipal fund securities other than 529 Savings Plans/ABLE Programs (such as local government investment pools) are similar to 529/ABLE submissions. Begin submission of required information from the Primary Market Submissions screen. Search for the state of the issuer of the municipal fund security.

Modify an existing plan or add a new plan.
After you upload a plan disclosure document or supplement, it is displayed like a 529/ABLE disclosure document.

**Saving a Submission**

**Saving**: A limited “Save” feature is available. This is intended to help users who have entered Form G-32 data but who cannot complete the process by publishing before they are timed out of EMMA. “Save” enables the user to save the data until resuming work on the saved submission.

The **Save** button appears only if nothing from the submission has already been published.

When saving data, be aware of the following limitations:

- You may save only one primary market submission at a time. A second “save” removes the first saved primary market submission.
• You may save one continuing disclosure submission and one primary market submission under one user ID, if your firm submits both types of disclosure.
• Your saved data is available to you, but not to other users in your firm.
• Uploaded documents are not saved. You will have to upload all documents again when resuming.
• If you wish to resume work on a saved submission, you must publish it before making another submission. Otherwise, the second submission removes the earlier “saved” submission. (However, publishing a continuing disclosure submission does not remove a saved primary market submission, and vice versa.)
• After you save a submission, you may safely exit or log out of EMMA. Regardless of any exit message displayed, the saved data remains saved.
• To resume work, click “Access Saved Submission” on the right of the start screen. Since only one set of data is saved, you do not have to specify which submission EMMA should retrieve.

Pending, Exiting and Logging Out

Pending: When you publish submitted information in an offering that has a closing date in the future, EMMA puts the submission in Pending status. It remains “Pending” until the end of closing date. Pending submissions can be updated from EMMA Dataport by underwriters or their designated agents. Published information about pending submissions is disclosed to the public.
Exiting or Logging Out: If you do not end an EMMA session by publishing, but instead click on “Exit,” then EMMA does not preserve any data entered in that session. Such data is not disclosed to the public. EMMA asks you to confirm your selection before exiting.

Alternatively, you may end an EMMA session by logging out of MSRB Gateway. As is the case for Exiting, logging out will not save any unpublished information.

EMMA Document Archive

EMMA includes a document archive which is visible to the public but not intended for use as the active disclosure document for an issue or security. The document archive for each issue or security generally contains all issue-related or security-related documents submitted to EMMA for public dissemination. The archive link is displayed on the EMMA website’s Issue Detail or Security Detail screen.

In addition to “current” documents, the archive will sometimes include duplicate submissions of documents that may occur from time to time, as well as documents that have been superseded through subsequent changes submitted to EMMA. In very limited circumstances, a document may be removed altogether from EMMA, in which case the document status would be listed as “removed.”
A submitter to EMMA may indicate on the Document screen that a document should be replaced, deleted or archived. All such documents are moved to the EMMA archive, except in the limited circumstances in which a document is removed altogether from EMMA.

Click on the document type (in the example below, **Official Statement**) or the file name (in the example below, **OS posted 3/10/2009**) to make the **Options** drop-down menu appear. You may add a document or file, replace a document, delete or archive a file. If the document has not yet been published, **Delete** is available; after it is published, the corresponding option is **Archive**.
Appendix

Form G-32 consists of a collection of data elements provided in electronic format to EMMA in connection with a primary offering of municipal securities pursuant to Rule G-32(b)(vi)(A). Form G-32 has been amended since its first publication. It is shown here in its current version.

I. Underwriter/Submitter Identification
   A. Name of managing underwriter
   B. MSRB number of managing underwriter
   C. Name of submitter company, if different than managing underwriter
   D. MSRB number of submitter company, if different than managing underwriter
   E. Name of individual making submission
   F. Contact information for individual making submission

II. Submission Information
   A. Submission type (primary market disclosure or advance refunding submission)
   B. Submission identifier, only for supplements, modifications or amendments of prior submission

III. Information for Offering
   A. Offering type (debt or municipal fund security)
   B. Underwriting spread/placement fee, for negotiated offerings if not included in official statement
   C. Underwriting assessment exemption/discount indicator, if applicable
   D. Notice of cancellation of offering, if applicable

IV. Information for Each Issue in Offering Underwritten by Underwriter
   A. Issue type (new issue, remarketing)
   B. Security type (CUSIP-based issue, commercial paper with 6-digit CUSIP information, ineligible for CUSIP number assignment)
   C. Full issuer name
   D. Full issue description
   E. State, only for issues ineligible for CUSIP number assignment and municipal fund securities
   F. Issue dated date
   G. Closing date
   H. Formal award date and time
   I. First Execution date and time
J. Original nine-digit CUSIP number of remarketed issue, only if new CUSIP numbers assigned to a remarketed issue
K. Six-digit CUSIP number, for commercial paper issues

V. Information for Each Security in Issue Underwritten by Underwriter
A. Nine-digit CUSIP number, except issues with no CUSIP numbers, issues of commercial paper, or issues of municipal fund securities
B. Maturity date
C. Interest rate
D. Maturity principal amount, except issues of commercial paper or issues of municipal fund securities
E. Initial offering price, except issues of commercial paper or issues of municipal fund securities
F. Initial offering yield, except issues of commercial paper or issues of municipal fund securities
G. Partial underwriting indicator, if less than full principal amount of security is underwritten by underwriter
H. Security dated date, only for securities ineligible for CUSIP number assignment and if different from issue dated date

VI. Information for Issue Not Underwritten by Underwriter (if any)
A. Nine-digit CUSIP number for latest maturity of issue, only if a different underwriter underwrote an entire issue that is part of the offering

VII. Advance Refunding Information
A. Advance refunding indicator
B. Original nine-digit CUSIP numbers of refunded securities
C. Maturity date of refunded securities
D. Refunded issuer name, only if refunded issue has no CUSIP numbers
E. Refunded issuer’s state, only if refunded issue has no CUSIP numbers
F. Refunded issue description, only if refunded issue has no CUSIP numbers
G. Newly assigned nine-digit CUSIP numbers of refunded securities, if any
H. Newly assigned nine-digit CUSIP numbers of unrefunded balances, if any

VIII. Document Information
A. Document type (official statement, preliminary official statement, advance refunding document)
B. Date document received from issuer
C. Notice of OS unavailability under Rule G-32(b)(i)(B)(2)(A) or (b)(i)(C)(1), if applicable
D. Notice of no OS submission for limited offering under SEC Rule 15c2-12(d)(1)(i), if applicable
E. Contact information for obtaining limited offering OS, if applicable
F. Notice of POS unavailability under Rule G-32(b)(i)(D)(2), if applicable

IX. **Continuing Disclosure Information**
A. Continuing disclosure undertaking indicator
B. Obligated persons, if any, identified in continuing disclosure undertaking, other than issuer (for issue subject to SEC Rule 15c2-12)
C. Date annual financial information expected to be submitted (for issue subject to SEC Rule 15c2-12) (not required if items IX.D and IX.E are both provided)
D. Issuer/obligated person fiscal year end date (for issue subject to SEC Rule 15c2-12) (required if item IX.C does not provide)
E. Number of days/months after fiscal year end by which annual financial information expected to be submitted (for issue subject to SEC Rule 15c2-12) (required if item IX.C does not provide)

IX. **Retail Order Period Information**
A. Retail order period indicator
B. Start date and time and end date and time for each retail order period conducted